



Office of Sponsored Projects Policy on Effort Distribution Reports

Authored by: Office of Sponsored Projects

Effort Distribution Reporting Update?

The Effort Distribution Reports (EDR) will no longer be distributed monthly to the department for employee verification. Instead, the Effort Distribution Reports will be sent bi-annually to the department for Principal Investigator or Designated Signature Authority. Procedure for the department to complete the EDR remains the same.

- Principal Investigator or Designated Signature Authority MUST review the EDR for accuracy.
- If needed, write comments ONLY in the "Comment" box.
- EDR must be returned with Principal Investigator or Designated Signature Authority printed name and signature.
- Return the EDR within 45 days of receipt to OSP Post Award processing, PO Box 4070.

What is an Effort Distribution Report?

- It is a government requirement (Office of Management and Budget, OMB Uniform Guidance).
- It is a verification of how much effort was expended by a given person toward a particular account.
- The forms prove compliance and documents an individual is paid for their effort, not simply on a budget amount.

What Do I Do If...?

The employee no longer works for this project, this department, this University, etc.?

If the employee is no longer an NAU employee, please remove the employee via an ePAR. The form must sign we signed by the Principal Investigator or Designated Signature Authority.

The effort distribution percentage is wrong?

Make the appropriate changes on the EDR and sign as usual. Ensure an ePAR is submitted to correct percentage changes.